

SNOHOMISH COUNTY JOB DESCRIPTION

SITE ATTENDANT III

Spec No. 6324

BASIC FUNCTION

Performs a variety of skilled and unskilled tasks in support of solid waste operations. To determine and collect fees for the disposal of solid waste and some recyclables, and operate light equipment needed to operate and maintain disposal and recycling areas at various Snohomish County Solid Waste transfer and disposal facilities.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Obtains and records electronically or manually, weights and/or volumes for all material delivered to transfer stations, drop box sites and recycling areas.
2. Determines cubic measurement of each load or accepts posted capacity on regular refuse collection vehicles.
3. Collects fees from customers based on established charges and records cash received as required.
4. Directs incoming and departing vehicles to and from disposal and recycling areas.
5. Operates light equipment such as backhoe, forklift, sweeper, mule (ATV), pick up truck and recycling compactor.
6. Performs basic maintenance and service, such as checking oil and lubricating, equipment such as backhoe, forklift, sweeper, mule, pick up truck and recycling compactor.
7. Provides information and assistance to customers in a professional, courteous and tactful manner regarding disposal and recycling procedures, fees, rules, policies and options.
8. May transport recyclable material from tipping floor area to recycle area with use of forklift for placement into proper recycle container, and segregate and load recyclables into containers and recycle compactor.
9. Cleans and sweeps as necessary to maintain a clean work environment including local road litter.
10. Provides on the job training to Site Attendant I's.
11. Posts charge to ledgers; balances and reconciles daily collections; transports, deposits, and secures daily funds in night depository or on-site safe; manages and is responsible for accurate and sufficient operating change fund to be obtained from bank or on-site safe.
12. Identifies hazardous wastes and segregates as necessary for pick up, and contacts various vendors and MRW for various automotive and other waste/recyclables pickup and service of containers.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

13. Troubleshoots, or obtains support to help troubleshoot, scale automation, scales, on-site safe and other electronic/automated Site Attendant related communication and operating systems.
14. Advises and enforces site safety rules and regulations; may assist customers in unloading vehicles as necessary.
15. Opens and locks gates at appointed times.

STATEMENT OF OTHER JOB DUTIES

16. Prepares reports as required.
17. Performs site maintenance as required.
18. Performs related duties as required to optimize recycling and maintain and operate the work site.

MINIMUM QUALIFICATIONS

Successful completion of one (1) year training as a Site Attendant I. Must pass job related tests. Pass a physical capability test to demonstrate the ability to perform essential job duties.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License is required for employment.

Possession of/or ability to obtain a valid First Aid/CPR card within six (6) months of employment is required.

PROMOTIONAL ADVANCEMENT REQUIREMENTS

Site Attendant employees may bid/promote to the Site Attendant III position if they meet the following requirements:

Twelve (12) months of satisfactory service as a Site Attendant;

Minimum of thirty (30) working days of satisfactory service at drop box locations as a Site Attendant;

Possession of/or ability to obtain a backhoe and forklift operation certificate within thirty (30) days;

Satisfactory completion of basic hazardous waste training;

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PROMOTIONAL ADVANCEMENT REQUIREMENTS (Continued)

Depending on the types of household hazardous wastes collected at the site:

Successful completion of a forty (40) hour hazardous material training and an eight (8) hour DOT Hazardous waste packing training may be required;

Certification (consisting of a field test conducted by a supervisor) on the operation and understanding of:

- Scale automation system
- Knowledge of the Solid Waste recycling and disposal policies, procedures
- Cubic yard manual measurement and charging

KNOWLEDGE AND ABILITIES

Knowledge of:

- basic mathematics such as percentages, cubic yard conversions, lbs to tons conversions and fractions.

Ability to:

- perform mathematical calculations;
- remain composed and professional in stressful situations;
- establish and maintain effective work relationships with co-workers and superiors;
- accurately input alpha and numeric data from customer transactions;
- remain on your feet, in a standing position, for an extended period of time;
- deal courteously and tactfully with the general public;
- perform computerized cashiering functions with speed and accuracy;
- understand and execute complex oral and written instructions;
- maintain accurate records and prepare reports;
- operates & maintains backhoe, forklift, sweeper, pick-up truck and recycling compactor;
- operate office equipment such as computerized and manual cash registers, faxes, computers, safes and printers;
- perform manual labor tasks including occasional strenuous physical exertion such as lifting objects weighing up to fifty (50) pounds, pushing and pulling, and tarping and untarping;
- read, understand and enforce site and safety rules and regulations;
- learn First Aid/CPR methods and procedures;
- sweep and shovel waste;
- prepare accurate bank deposits;
- work with minimum supervision;
- work alone.

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SUPERVISION

Employees report to a Solid Waste Operations Supervisor. The work is performed within well-established practices and standardized procedures. Some judgment is exercised in determining proper charges and enforcement of waste/recyclable acceptance rules.

WORKING CONDITIONS

Work is performed outside and inside a building at a disposal site. Employee must operate a motor vehicle to transport daily cash funds. Indoor work involves confinement at a workstation without freedom to move around throughout the day. Employee must be able to work alone at an isolated location or in recycling areas of transfer stations and be responsible for the entire site including opening and closing the gates and containers, and may be asked to change work locations with little to no prior notice. The work involves rotating shift assignments and requires working evenings, weekends, holidays and overtime as necessary.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: February 2003
EEO Category: 8 – Service and Maintenance Workers
Pay Grade: 930 – Public Works Pay Plan
Workers Comp: 1501 Hazardous